

MAVEA Maine Learning Results/Curriculum Integration Project  
**Student Information System (SIS) – Technical Help Topics**

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**NOTE:** Our intent is that the SIS tech person at each center/region will take care of issues such as installing SIS etc. Instructors do not need to know how to do anything in the Technical Topics section. There is a separate manual for users that focuses on how to record student performance and it requires little or no access or database training to use the Instructor Menu

**If you need HELP!!!**

Thanks to the efforts of Bill Portela, Technology Specialist with the MDOE Workforce Education Team, there is a SIS website at <http://schoolswork.org>. Check it out.

There are three separate SIS Help Manuals: Technical Information/Topics, Administrative Functions/Help, Instructor/User Help. These are available online at <http://schoolswork.org>.

**Contents of Administrative and Instructor Help Manuals**

**The Administrative Menu Help Manual**

General Information	Section 1 (page A-1)
Customizing SIS for your school	Section 2 (page A-2)
Entering Student Information	Section 3 (page A-3)
Administrative Report Options	Section 4 (page A-4)
Edit Student Course Assignments	Section 4 (page A-4)
Attendance	Section 5 (page A-5)

**The Instructor Help Manual**

Getting Started	Section I (page 1-1)
Strategy for New Users	Section IA (page 1A-1)
How To:	
Customize Standards	Section 2 (page 2-1)
Link MLR to Duty Areas	Section 3 (page 3-1)
Record Student Performance on Tasks and MLR	Section 4 (page 4-1)
Student Performance Notes	Section 5 (page 5-1)
Report Options	Section 6 (page 6-1)
Edit Student Performance	Section 7 (page 7-1)

**Technical Information/Topics**

**Install SIS**

Unzip → SIS is in Access 97 → There are 3 files (data.mdb, tch.mdb, admin.mdb) → Put them in a folder → Convert to Access 2000 (if necessary) [suggestion – keep a copy of the original '97 files] → Link files [directions are on following page]

**Link Files**

Open the tch.mdb → go to tools → add-ins [database utilities in Access 2000] → linked table manager → Screen appears. Select all and check the box “Always prompt for new location” → The prompts will be looking for the data.mdb. Go to the folder where you have it stored and select data.mdb → click ok. → Open the admin.mdb and repeat the linking process.

**Customize your School Information**

This should be done before installing files at individual stations.

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See directions in the Administrative Help Manual  
Optional –further customize reports with logos.

**page T- 5**

**Network**

data mdb on server,  
tch.mdb file on each instructor work station  
adm.mdb file on work station of person who will be doing student info entry etc

Stand alone      all three files on each computer

**Screen resolution** needs to be 800x600 in order to view some of the SIS screens (right click on desk top properties → settings → adjust sliding bar for screen area to 800x600 →apply)

**Lock the data file** – You can give your database a little more security by going to Tools → Start Up → then Uncheck the “Display Database Window” box.

**UNLock the data file** – Hold down the shift key while opening the database.

**All completed Statewide Standards are preloaded in SIS 8.1**

List of available standards and drafts  
Importing Duty/Task lists or standards\*  
Deleting standards you don’t want

**page T- 2**

**page T- 3**

**page T- 4**

\*To accommodate 2 similar courses with different instructors or different class lists – one solution would be to import the standard with a different course name/course id# but same duties/tasks and then customize for each course (eg Drafting and Drafting 2).

**Student Information** can be imported using a process similar to that for standards. Written instructions and excel templates are being developed. The Instructor Menu only requires the fields - Student First Name, Last Name, Course, Home School and 1stEnrollDate to function, other student info fields can be omitted or added at a later date.

**Still Need Help? Only Read Manuals When All Else Fails? Looking for real people?**

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